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ANNOUNCEMENT

of the

Albemarle Normal and Industrial Institute.

ALBEMARLE, N. C.

1913-1914

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**Announcement
OF THE
Albemarle
Normal and Industrial Institute
Albemarle, N. C.**



1913
ENTERPRISE PRINTING HOUSE
ALBEMARLE, N. C.

FACULTY.

REV. GEO. H. ATKINSON, President.

MISS FRANCES E. UFFORD, Dean.
Penmanship.

MISS OBEIRA V. HOUSER, Lady Principal.
Agriculture, Sewing.

MISS EVA RUPERT,
Bible and Normal Department.

MISS THOMASINE ALLEN,
Bible, History, and English.

MISS RUTH WENSLEY,
Missions, Latin, English.

MISS RENA E. AVERY,
Bible, English, Science.

MISS LULA CONOVER,
Bible, Bookkeeping, Stenography, Penmanship.

MISS LUCY NIBLOCK,
Mathematics.

MRS. ELVA C. HARRIS,
Primary Department.

MISS ANNIE L. MORROW,
Superintendent Domestic Department.

MISS REBECCA E. ABERNATHY,
Assistant Domestic Department.

MISS IDA G. WESCOTT,
Piano.

MISS MARY D. RAMSEUR,
Art.

MISS MARY E. ANDREWS,
Charge of Infirmary.

ALBEMARLE NORMAL AND INDUSTRIAL INSTITUTE.

This Institution, which was established Nineteen years ago by Miss Frances E. Ufford, of New Jersey, and Miss Helen J. Northrup, of Minnesota, is under the control of a Board of Trustees elected by Mecklenburg Presbytery.

The aim of the Institution is to prepare young women for the actual duties of life—for teaching in our public schools, for the duties of the home, or for entrance to higher institutions of learning. Full recognition is given to the fact that this is, above all, a Christian school, and its object the development of character training for service in the extension of the Kingdom of God. The Bible and Missions are taught in every department.

The school is finely situated on an eminence above the town of Albemarle, and commands a view of the town and surrounding country. The health of the pupils is carefully guarded and physical culture is given to all.

COURSES OF STUDY.

There are four courses of study. Preparatory, Normal, College Preparatory, and Business Course. The Normal and College Preparatory cover three years of thirty-six weeks each.

A certificate is given on completion of the studies of the Preparatory Department, but no diploma will be conferred until the completion of the entire course. To enter the Normal Department requires one year of Latin, completion of Grammar-School Arithmetic, Geography, United States History, English and North Carolina History, High School Grammar, Physiology, and Physical Geography. This covers a Grammar-School course.

INDUSTRIAL DEPARTMENT.

Training in this department is given in cooking, practical sewing, and general house work. The domestic work of the household is done by the students as part of their training. The average length of work is one hour per day. Facilities are provided pupils for doing their own laundry work, and special rates are offered to the students by the local steam laundry.

ORGANIZATIONS.

The Young Women's Christian Association is a strong feature in the life of the school, and exerts a powerful influence in the building of Christian character.

Young People's Branch of the Woman's Christian Temperance Union not only establishes the members in firm principles, but fits them for active service in this great cause after leaving the school.

There are two literary societies: The Ufford and the Northrup. Each pupil is supposed to become a member of one of them.

TERMS OF ADMISSION.

Board and tuition are \$20.25 per quarter of nine weeks each. Each pupil is required to pay in advance a medical fee of \$5.00, which will cover physician's charges and nursing, except in cases of protracted illness. Each student buys her own medicine. Aid is furnished to a limited number of girls who are unable to reach these figures, after the pupil has proven herself worthy of it, on condition that she remain through the school year. Otherwise she must pay for the time she has been in the school at the rate of \$20.25 a quarter. Those receiving aid must sign a contract similar to the following:

"I.....promise to refund to the Normal and Industrial Institute, as soon as I am able, the money which has been advanced to me from the Student Aid Fund during my stay at the Institute."

Applications to be addressed to Rev. Geo. H. Atkinson, Albemarle, N. C., the applicant stating whether she can pay the full amount or desires aid.

EXPENSES—for School Year of Nine Months.

For Boarding Pupils—

Board, including heat, light, water, and tuition..\$81.00;
Per quarter, \$20.25.

Medical Fee 5.00

Total expenses for school year.....\$86.00

For Day Pupils—

Tuition in Preparatory Department.....\$18.00
Per quarter, \$4.50.

Tuition in Normal Department..... 30.00
Per quarter, \$7.50.

School of Music—

Piano	\$36.00
Vocal Lessons	36.00
Use of Piano one hour daily.....	6.00
Each hour additional.....	5.00

School of Art—

Lessons (each day).....\$42.00
Per quarter, \$10.50.

Business Department—

Bookkeeping (each day).....	42.00
Per quarter, \$10.50.	
Stenography (each day).....	42.00
Per quarter, \$10.50.	

All tuition must be paid in advance, quarterly, on the following dates: September 3, 1913; November 5, 1913; January 6, 1914; March 11, 1914. If the pupil should drop out after the beginning of a quarter no money will be refunded. Those receiving aid must pay at least \$54.00 for the year, or \$13.50 per quarter.

Those who have applied must renew their application at once if they still desire to attend the school, as both our room and funds are limited.

No pupil will be received for less than the entire year, except by special arrangement. The matriculation of a student will be considered as a contract on the part of parents or guardians for the entire year.

The students will be taught to conduct their own business. All bills will be presented to and must be settled by students themselves.

Money for music, books, or personal expenses will not be advanced.

REQUIREMENTS.

The boarding pupils are required to provide the following:

A coat suit of navy blue serge for church.

White waists, gingham dresses for school.

Four aprons for household work.

Uniform cap must be procured at the school.

Necessary underwear for summer and winter.

Towels, two pair of sheets for single bed, bed spreads, pillow slips, all the blankets and comforts needed for cold weather.

Four table napkins, tooth brush, comb and brush, cup and spoon for use in room.

Umbrella and overshoes.

All articles to be laundered must be marked with indelible ink.

The simplest dressing will be insisted upon and no jewelry will be allowed.

All students must furnish their own books, which can best be obtained at the school; but all should bring such books as they have been studying, as they are needed for reference. Each girl must bring a Bible for classroom use.

COURSES OF STUDY.

College Preparatory.

First Year.

First Term.

English.
Latin.
Ancient History.
Arithmetic, Complete.
Algebra.
Bible and Missions.

Second Term.

English.
Latin.
Agriculture.
Algebra.
Civics.
Bible and Missions.

Second Year.

First Term.

Plane Geometry.
Latin.
English.
Mythology.
Algebra.
Mediæval History.
Bible and Missions.

Second Term.
Algebra, Complete.
Latin.
English.
Modern History.
Botany.
Bible and Missions.

Third Year.

First Term.

Plane Geometry.
English.
Latin.
Astronomy.
Bible and Missions.

Second Term.

Plane Geometry.
English.
Latin.
Psychology.
Bible and Missions.

NORMAL COURSE.

The same as the College Preparatory Course, with the addition of Pedagogy and Practical Teaching. Latin optional.

Text Books.

Geometry, Wentworth.	Latin Composition, Bennet.
Algebra, Milne.	History—
Arithmetic, Colaw and Elwood.	North Carolina, United States.
English Literature, Raub.	English, Montgomery.
Various English Classics.	Ancient and Modern, Myers.
Rhetoric, Brooks.	Botany, Bailey.
Grammar, Hyde.	Physiology, Coleman.
Latin—First Year—Collar and Daniel.	Geography, Maury.
Cæsar, Bennet.	Psychology, Oppenheim.
Cicero, Bennet.	Civics, Peele.

RULES.

All furniture or dishes broken by students must be paid for.

No pupil may correspond with any one except members of her own family without permission of the President.

No pupil is excused from any department of house work to which she may be assigned, as that work is part of the school training; and no pupil is knowingly accepted whose physical strength will not permit her to take her share of the household work.

No student will be allowed to leave school and go home or to visit outside of the school without the parent or guardian having first written to the President.

No visitors will be received on the Sabbath.

All communications over the phone must be received by a member of the faculty.

Credit at stores is forbidden.

No borrowing is allowed between students.

SPECIAL ANNOUNCEMENTS.

Miss Mary D. Ramseur, who is at the head of the Art Department, will give instructions in Drawing, Painting, Weaving, and Manual Arts.

Miss Lula Conover comes direct from the Eastman Business College, of New York, thoroughly equipped for her work.

Mrs. W. A. Daniel will assist in giving instruction in the Sewing Department.

Lectures will be given during the year on Rural Life by prominent speakers.

The Institute has been given a Victrola which will be used much in bringing the best of music and other Educational Advantages to the students.

In case of emergency cases requiring an immediate operation, the Faculty of the Institution, together with the attending physician, will assume all authority.

CONCLUSION.

In conclusion, we can not refrain from speaking of the generous and hearty support which the school has received from societies in the churches of our Presbytery.

We would also return our grateful acknowledgments to our generous friends, North and South, who have continued their aid to needy and deserving pupils, enabling them to remain in school that they might the better fit themselves to be teachers and leaders of others.

Finally, we desire to make thankful acknowledgment of the prosperity which has attended our school during the year, and above all, for the many tokens of our Heavenly Father's blessings with which He has favored us.

Form of Legacy to Board of Trustees of the Albemarle Normal and Industrial Institute:

"I give and bequeath to the Board of Trustees of the Albemarle Normal and Industrial Institute, Albemarle, N. C., (incorporated under the laws of the State of North Carolina), (here name the amount of the bequest) to be used for scholarships for pupils of said school."

APPLICATION FOR ADMISSION TO
**Albemarle Normal and Industrial
Institute**
ALBEMARLE, N. C.

Date:....., 191.....

Post Office Address.....

Your name in full.....

Age.....

Condition of health.....

Condition of eyes.....

Name the studies you have taken and state how far you are prepared for examination in these studies.....

What is your object in seeking an education?.....

Give the name and address of your parents or guardians.....

Occupation of parents.....

To whom may we refer for information concerning you? (Not one
of your family).....

Are you a church member?.....

What church.....

If not, what church do you attend?.....

Can you pay \$20.25 per quarter?.....

If not, how much can you pay?.....

Have you carefully studied suggestions, and do you accept all con-
ditions required?.....

PLEDGE FOR THOSE SEEKING AID.

The following is to be used only when applicant pays less than
\$20.25 per quarter.

“I.....promise to refund
to the Normal and Industrial Institute, as soon as I am
able, the money advanced to me from the Student Aid
Fund during my stay at the Institute.”

“I hereby certify that neither.....
nor her parents are able to pay more than the amount named in
this application.”

.....
.....

After returning this sheet with answers in full you will be in-
formed as to whether you are admitted as a student.

